



## **POLICY IN CASE OF Emergency Evacuation/FIRE**

Our Policy aims to give clear systems for evacuating the building and keeping everyone supervised and safe and to give clear roles to all adults employed at ABC Breakfast & XYZ After School Club.

There is a fire practise/emergency evacuation practise every term. These practises are opportunities to review policy.

The policy is written based on the Regulatory Reform (Fire Safety) 2005 Act.

### **The following good practice must be followed:**

- Minimise any hazards
- **Staff check fire exits are working (not blocked or locked) at start of each session.**
- Perform regular risk assessment
- Staff must be familiar with emergency evacuation procedure
- Children recognise sound of alarm

### **Evacuation will be as follows:**

The fire alarm will be sounded by the Caretaker for a Practice and by the Caretaker or the nearest adult in case of actual fire or emergency.

In the event of a fire drill or genuine emergency:

- Manager checks that toilets and kitchen are empty.
- The remaining staff Collect **Weekly** Register
- Escort all children quietly to assembly point via **nearest safe exit** in **staff car park**
- **DO NOT ALLOW ANY CHILDREN TO RUN**

### **IF ANY STAFF AND CHILDREN OUTSIDE ON PLAYGROUND:**

- Gather children and leave playground calmly and quietly by top gate –staff member will have key to this gate and must unlock it
- Communicate to other staff that you are aware of evacuation via walkie-talkie when appropriate to do so
- Meet with rest of ABC/ XYZ staff and children in staff car park assembly point
- Check names of children and staff on register
- Any adults at the club at the time **MUST** follow the evacuation procedure
- All children attending separate after school activities should be clearly marked on register – they are part of that club's evacuation plan and staff from XYZ must not attempt to collect them
- **DO NOT COLLECT BELONGINGS**
- Close windows if time
- **DO NOT RETURN TO BUILDONG UNTIL GIVEN ALL CLEAR BY CARETAKER/RESPONSIBLE AUTHORITY**
- Supervise children until the signal given that the practice is over, or Fire Brigade gives further instructions.

**Risk Areas:**

Ensure staff on Playground have gate key and walkie talkie when leaving club to go to playground with children

Ensure any children at other clubs have been accounted for when in safe area

Ensure all visitors/parents/carers on premises are included in evacuation

Assembly Points: Staff car park

**Register is taken and all children accounted for.**

**On hearing the fire alarm the Manager must**

- facilitate the above guidelines
- supervise evacuation and the taking of registers
- give further instructions at the Meeting Point

IF CAR PARK ASSEMBLY POINT UNSAFE, STAFF TO TAKE CHILDREN TO ALTERNATIVE SAFE PLACE.

**THE FIRST CONSIDERATION IS ALWAYS THE SAFETY OF CHILDREN AND STAFF**

Fire drill should be performed once per term

School is responsible for checking all fire safety equipment

**To activate the alarm –box next to emergency exits**

**Break glass if required and press the button .**

**LEAVE BUILDING IMMEDIATELY BY NEAREST SAFE EMERGENCY EXIT.**

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Review: Sept 2010, Nov 2014

Jan 2012

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